

# **IMPORTANT BENEFIT INFORMATION**

## **Flexible Spending Account Participants 2006 Plan Year**

Benefit deductions for the 2006 Flexible Spending Account (FSA) plans begin January 6, 2006

**Review your Pay Advice to ensure the proper deduction is being taken for your election(s).**

- HltCareSp identifies a Health Care Flexible Spending Account payroll deduction.
- DepCareSp identifies a Dependent Care Flexible Spending Account payroll deduction.
- If you enrolled in both the Health Care FSA and Dependent Care FSA there should be a separate HltCareSp and DepCareSp deduction

Participants of the Health Care FSA who go on Unpaid Leave of Absence within the 2006 Plan Year **MUST** complete an Unpaid Leave of Absence form prior to leaving work and submit it to Statewide Benefits Office at 739-8339 or their Benefit Representative. If this form is not on record, your Health Care FSA will be revoked.

Participants who experience a Family Status Change throughout the 2006 Plan Year may request a change in election within 31 days of the event. Current non-participants who experience a Family Status Change throughout the 2006 Plan Year may request to participate within 31 days of the event by using the Election Change form. Examples include birth of a child, marriage, divorce, etc.

Participants have **90 days** from date of resignation, termination, or retirement to request reimbursement of services while actively employed. Continuation of coverage is available through COBRA.

Participants in the 2006 Plan Year may receive services until March 15, 2007, and request reimbursements until April 15, 2007, against their 2006 elected amounts, in accordance with IRS regulations.

Information on Flexible Spending Accounts and forms may be found at

<http://ben.omb.delaware.gov/flexserv/index.shtml>

ASI's Customer Services may be reached at 1-800-659-3035

or contact Statewide Benefits Office at 302-739-8331.